

TOWN OF MILTON
JOB POSTING

POSITION: Retirement Director
GRADE: Salary Range - \$85,000 - \$105,000
DEPARTMENT: Milton Retirement
DATE: November 7, 2017

RESPONSIBILITIES

Reporting to a 5 member Retirement Board, the Director works independently daily. In order to effectively and successfully perform this job, an individual/candidate must possess very strong accounting and financial reporting skills, analytical and problem solving skills, excellent customer service and oral and written communication skills. The ability to exercise independent judgment and the ability to identify and refer impending problems to the Board. The candidate must possess strong organizational and interpersonal skills and the ability to work independently and to prioritize work assignments in order to ensure their accurate and timely completion.

The Retirement Board Director is responsible for providing retirement allowance benefits for retirees while guiding, protecting, and serving the interests of all members, retirees and their beneficiaries. Performs all duties and functions in a fiduciary manner using the skill, diligence and prudence that a prudent expert would exercise solely in the interest of all of the members, retirees and their beneficiaries.

QUALIFICATIONS:

Education at the Bachelor's degree level in Business/Finance or a related field. General knowledge of IRS tax laws in relation to pensions, annuities and social security, or ability to learn. Municipal experience preferred. . Knowledge of M.G.L. Chapter 32, PERAC regulations and PTG computer software is desirable. The candidate must maintain a strict level of confidentiality.

RESPOND TO:

Send letter of interest and resume to: Paige A. Eppolito, Assistant Town Administrator/HR Director, Town Office Building, 525 Canton Avenue, Milton, MA 02186. **Open Until Filled.**
See www.townofmilton.org for full job description.